

GUIDELINES FOR THE ADMINISTRATION OF MERIT PAY

1. All Career Service employees who were employed prior to October 1, 2003 are eligible for merit pay.
2. All eligible employees who received an overall rating of "Exceeds Expectations" or "Outstanding" on their most recent performance appraisal will receive merit pay.
3. Individuals, who have been Career Service employees for ten (10) or more years, who leave County employment subsequent to their annual employment appraisal but prior to the award of merit pay, shall be eligible for a single award of merit pay for their most recent appraisal period prior to leaving County employment.
4. Merit pay will be awarded in the form of a lump-sum payment of \$400.00 and \$600.00. (Part-time and employees who have been employed less than one (1) year would have their merit pay pro-rated.)
5. The merit awards will be apportioned by the Human Resources Division to eligible employees on the basis of scores on the annual or probationary performance appraisal.
6. The merit pay will be distributed in April 2005 as a separate paycheck, other than the employee's regular bi-weekly or monthly paycheck.